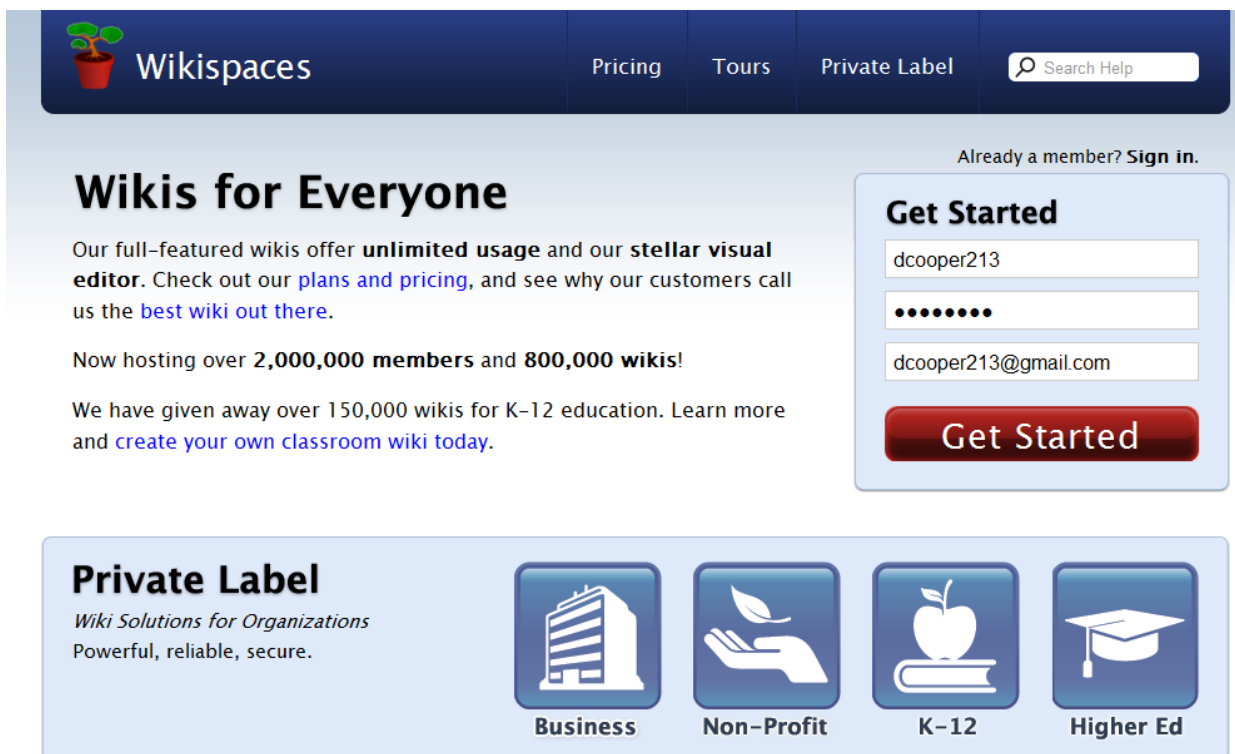


Join Wikispaces



The screenshot shows the Wikispaces homepage. At the top is a dark blue navigation bar with the Wikispaces logo (a potted plant) and links for Pricing, Tours, Private Label, and a Search Help button. Below the navigation bar, the main content area has a light blue background. On the left, under the heading 'Wikis for Everyone', there is text describing the platform's features: 'unlimited usage' and 'stellar visual editor'. It also mentions that Wikispaces is now hosting over 2,000,000 members and 800,000 wikis, and that they have given away over 150,000 wikis for K-12 education. On the right, there is a 'Get Started' registration box. It includes a link for 'Already a member? Sign in.' and a form with three input fields: a username field (containing 'dcooper213'), a password field (containing six dots), and an email field (containing 'dcooper213@gmail.com'). Below these fields is a red 'Get Started' button. At the bottom of the page, there is a 'Private Label' section with the text 'Wiki Solutions for Organizations' and 'Powerful, reliable, secure.' Below this text are four icons representing different user types: Business (a building), Non-Profit (a hand holding a leaf), K-12 (an apple on a book), and Higher Ed (a graduation cap).

Wikispaces

Pricing Tours Private Label Search Help

Wikis for Everyone

Our full-featured wikis offer **unlimited usage** and our **stellar visual editor**. Check out our [plans and pricing](#), and see why our customers call us the [best wiki out there](#).

Now hosting over **2,000,000 members** and **800,000 wikis**!

We have given away over 150,000 wikis for K-12 education. Learn more and [create your own classroom wiki today](#).

Already a member? [Sign in.](#)

Get Started

dcooper213


••••••


dcooper213@gmail.com


Get Started


Private Label

Wiki Solutions for Organizations
Powerful, reliable, secure.

 **Business**

 **Non-Profit**

 **K-12**

 **Higher Ed**

1. Open your Internet browser and navigate to - <http://www.wikispaces.com>
2. Under the heading “Get Started” type in a username. My suggestion is to use your school email Username: ex. tcooper66.
3. Choose a password. My suggestion is to use your school password: ex. betsy1022. A good password strategy is to pick a core word, such as your pet’s name, or your mother’s maiden name and then add a 4 digit number to it, such as the current month and day. If a program ever asks you to change it you can always pick another month and day, as there are many combinations in a year.
4. Enter your email address. My suggestion is to use your school email address, or to use a Gmail account.
5. Click the button “Get Started”.
6. Note: If it asks you to create a space, do not check that box right now. We will be creating a wikispace in a later exercise. Right now, you are going to be joining a project wikispace in the next set of directions.

Navigating To Your Teacher Page

Schools

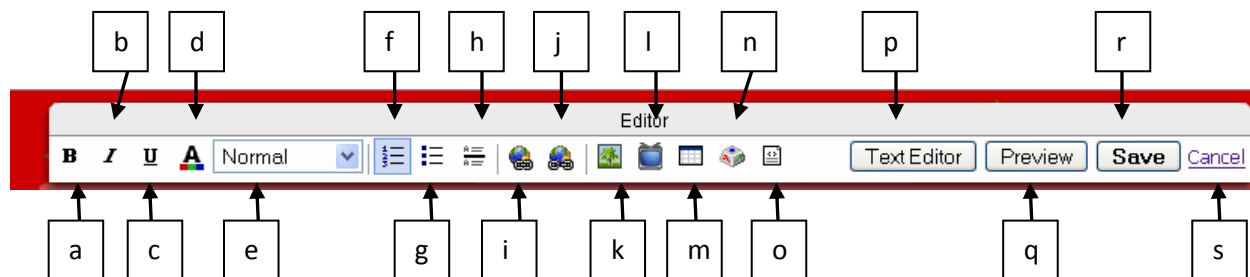
Howell Graves PS
Highland Park ES
McBride ES
Webster ES
Muscle Shoals MS
Muscle Shoals HS

7. If you closed your browser from the previous exercise, open it and navigate to the Muscle Shoals wikispace – <http://muscleshoals.wikispaces.com>.
8. Click on the link for your school. You should see a list of links to teacher pages for that school. We will be learning how to add pages later, but for now, we are going to learn how to add content to your page.
9. NOTE: More than one person can be logged into and working on a wiki at one time; however, each person needs to be working on a different page. This would be the same for a class wiki. As a teacher using a wikispace for a project, I create an individual page for each student to post work and then other pages that will be used to display the project, which will be a compilation of work done on various individual pages. You can see an example of this at either the Clean Watersheds project – <http://cleanwatersheds.wikispaces.com> or the Land of Hope project – <http://landofhope.wikispaces.com>. The first provides a separate page for each school under Participating School to use to post information about their school and group pages to post Google Earth layers. The second project site divides a class into groups of 2-3 students with each group reading a different book and each book having a different page on the wiki.
10. Click on the link for your name to enter your page.

Adding information to Your Wiki Page



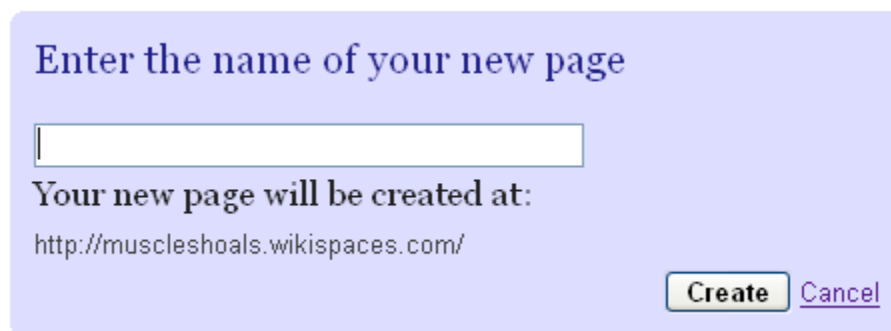
11. Click on “Edit This Page” to access your wiki page. This will be the first step in any of the directions given below in steps 12-26.



12. You will be given access to the tool bar. An explanation of each button is as follows.

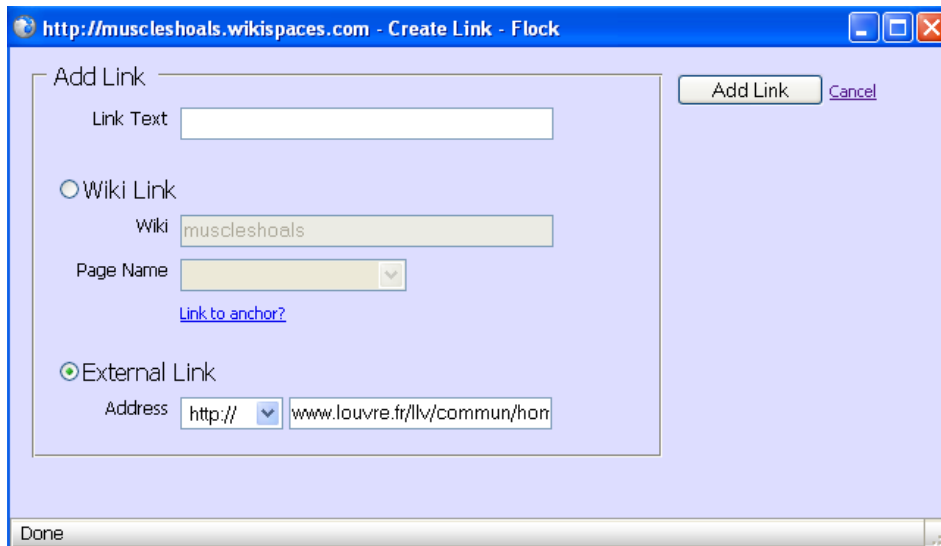
- a. Bold text
- b. Italicize text
- c. Underline text
- d. Change the color of your text
- e. Change the size of your text, such as Heading 1, 2, 3, etc.
- f. Add a number list
- g. Add a bulleted list
- h. Add a horizontal rule on the page
- i. Insert a hyperlink
- j. Remove a hyperlink
- k. Insert a file or image
- l. Insert a widget or embed code from another Web 2.0 tool
- m. Insert a table
- n. Insert a special symbol or character
- o. Add HTML
- p. Switch from “Text Editor” to “Visual Editor”
- q. Preview page in your browser
- r. Save
- s. Cancel edits on a page

13. To **add text**, type in the space provided in the middle of the screen. Remember you can also change the style, color and size of the text by using the tools identified with letters a-e. When you are finished, click "Save".
14. NOTE: If you can't think of any text to put in right now, you can generate some text by going to the *Lorum Ipsum* Generator at - <http://www.lipsum.com/>. This generator is used by web designers to generate placement text during the design process.
15. To **add a bulleted list**, type in the text you want, placing each item on a different line. Highlight the text and then click the tool for the style of bullets represented by letters f-g. For example, add a list of classes that you teach.
16. To **add a heading**, type in the text that you want, highlight it, and then click the tool represented by letter "e". Choose "Heading 2" for this list.
17. To **add a horizontal rule**, place your cursor where you want the rule and click in that area, then click the tool represented by letter "h". For example, add a horizontal rule under the list you just did, then under the rule type in: your name, the division you work in, and the date, as a form of copyright.

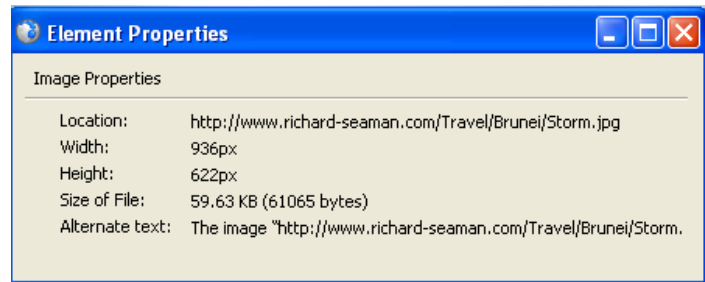
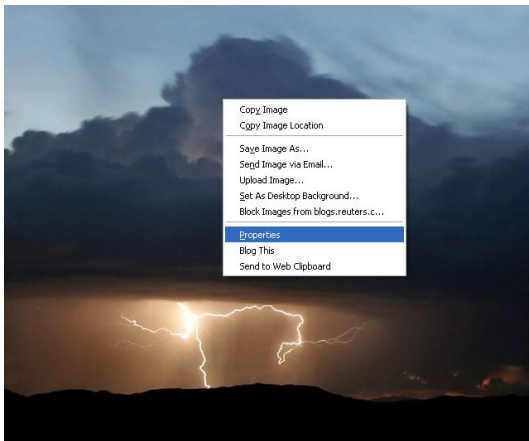


The screenshot shows a light blue dialog box with the title "Enter the name of your new page" in a dark blue serif font. Below the title is a white text input field. Underneath the input field, the text "Your new page will be created at:" is displayed in a dark blue serif font, followed by the URL "http://muscleshoals.wikispaces.com/" in a smaller, lighter blue font. At the bottom right of the dialog box are two buttons: a yellow "Create" button and a blue "Cancel" button with a purple outline.

18. To **add a page**, click on "New Page" in the upper left-hand corner of the screen. Type in the name of the page and click "Create" button. For example, create a page for each class you teach. Be specific in your name, for example English 11, or Biology. If the same class is taught by more than one teacher, you might want to share a page, or consider putting your name as part of the page name. We will be linking our new pages to our teacher page when we learn about internal links in the next section.



19. To **add a link**, highlight the text you want to use for the link and click on the tool represented by letter “i”. A dialogue box will appear.
- For an **internal link** (one that links one page to another), click the “Wiki” link and select the page you want to link to from the “Page Name” drop-down box. For example you might want to link the class list you created to the page for that class.
 - For an **external link**, click the radio button for “external link” then paste the URL address from your internet browser into the “Address” box provided. For example, you might want to link to a website, such as the Louvre Museum in France, for a research project on national archives.
20. To **remove a link**, highlight the link with your mouse cursor and click the tool represented by letter “j”.
21. To **insert an image**, place your cursor on the page where you want it and then click the picture tool represented by letter “k”. Click “Browse” to search your computer, click on the image you want and then click on “Open”. Explorer will close and put a path in the text box under “Upload New File”. Click on “Upload” and the image will be uploaded to your wikispaces. Your new file will glow yellow for a couple of seconds, showing you where it was place in the file index under the heading “Insert File”. To place the picture on your page, double click on the icon for the image.



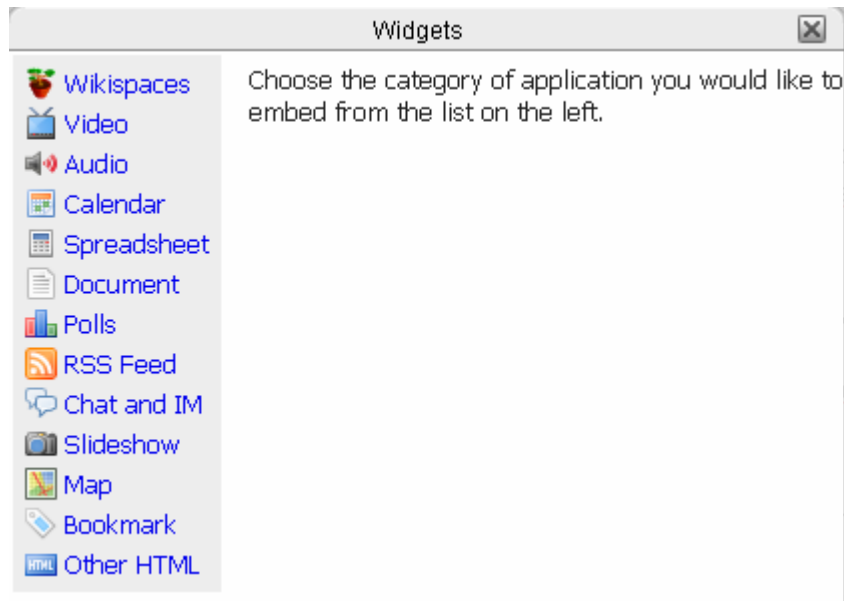
22. You can also **reference an image from the internet**. This means you can insert an image from a website that you want to use. Storing your images online, such as in a photosharing site like Flickr (<http://www.flickr.com>) or Photobucket (<http://www.photobucket.com>) will allow you to save storage space on your wiki. To reference the image, open Google, search for an image, click on it to navigate to the site where it's stored, click on the link "See Full Image Size", then right click on the image, click on "Properties" in the menu, and copy the "Location Code". The code you copy, should end in JPG, GIFF or PNG.

Insert External Image by URL

Enter an external image address, click "Load", then double click the image to insert it into the page.

Then go to your wiki page, click on the image tool and paste the location code into the "Load Image" text box and click on "Load".

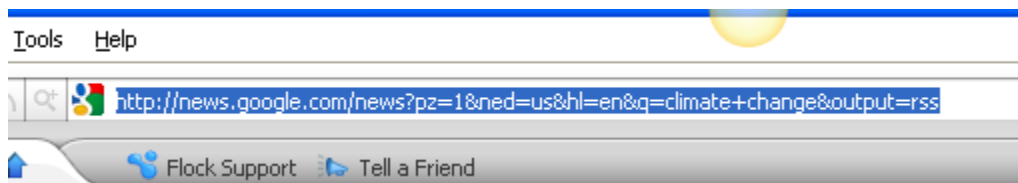
23. To **delete an image**, click on the image in your wiki page and hit the backspace button. To delete an image for the site, you will need to go into "Manage Wiki" click on the icon for files and find it in the list of files, then click on the "Action" button to the right of the image and click "Delete".
24. To **insert a file**, follow the same directions as those for an image. I recommend storing your files as PDF so that anyone can view them. Scribd (<http://www.scribd.com>) is an online document storage site that allows you to create PDFs. Another neat feature of Scribd is that readers can actually view the document online without opening it. You can also embed a document in your wiki site if you want (see embed an object).



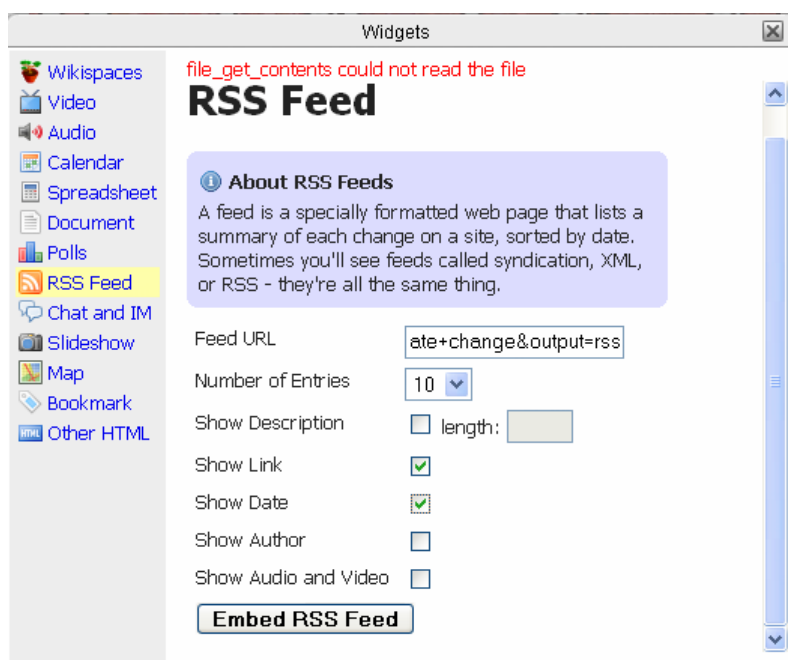
25. To **embed a widget**, click on the "TV" tool and choose from the list. Wikispaces allow you to embed a number of widgets such as an RSS feed from your delicious account, a PowerPoint presentation from Slideshare (<http://www.slidshare.com>), a poll, a Google Map, or even a calendar, such as a Google Calendar (<http://calendar.google.com>).



- a. To **embed a RSS feed from Google News**, open a browser and navigate to Google News (<http://news.google.com>). Create a news search relevant to a topic you are discussing in class, then click on the "RSS" link in the lower left-hand corner of the screen.



- i. Copy the entire URL code, which ends with "=RSS", then go back to your wiki and click on the widget tool.



- ii. Click on the RSS icon, and then paste it into the “Feed URL” box provided. Choose the number of entries you want displayed. I also typically show the Date, so check that box if you like. Then click the button “Embed RSS Feed”.



- iii. A gray box will appear on your wiki page. You will have to click the “Save” button in order to see it displayed.



- b. To **embed Bookmarks from your Delicious account**, open a browser and navigate to Delicious account (<http://www.delicious.com>), log in, and then click on the “Settings” link in the upper right-hand corner of the screen.

Blogging

Network Badges

Link Rolls

Tag Rolls

Blog Posting

- i. Scroll down and click on “Tag Roll”.



Tagrolls

Tagrolls are a way for you to display your Delicious tags as part of your website. First play with the settings below then simply insert this HTML code into the hypertext of your page:

```
<script>confcount=100&sort=alpha&flow=cloud&name=showadd&color=73adff-3274d0&size=12-36</script>
```

If you use TypePad you can [add this tagroll to your TypePad blog](#).

Display Options

Title

Icon ☒

Quantity

Font Min pt color

Max pt color

Sort ☒ Alphabetically ☐ Count

Flow ☒ Cloud ☐ List

Show ☐ Tag counts

☒ Username

☒ Add to Network

Preview

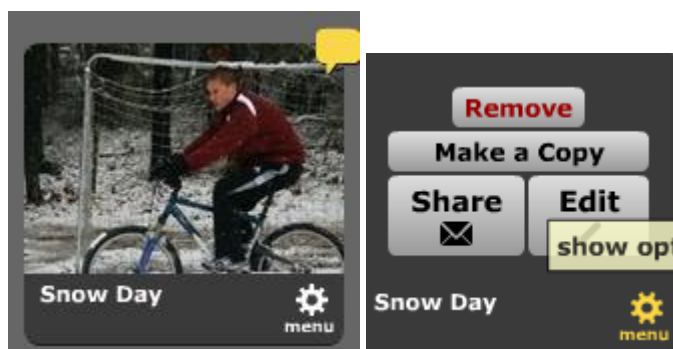
My Delicious Tags

activism 2ndLife aggregator ajax analysis
 AP APES arcgis art article
 astronomy audio awards best
 blog blogs books camps capture chat
 classroom climate_change
 collaboration community
 conference converter Copyright counter
 courseware creativecommons css culture
 curriculum data Database design
 desktop digitalstorytelling dogs drawing dv
 e-learning earth earthquakes ebooks
 edtech education elearning

- ii. Review the “Display Options” and change any you feel are incorrect.
 iii. Copy the java script code from the text box above and navigate back to your wiki page.



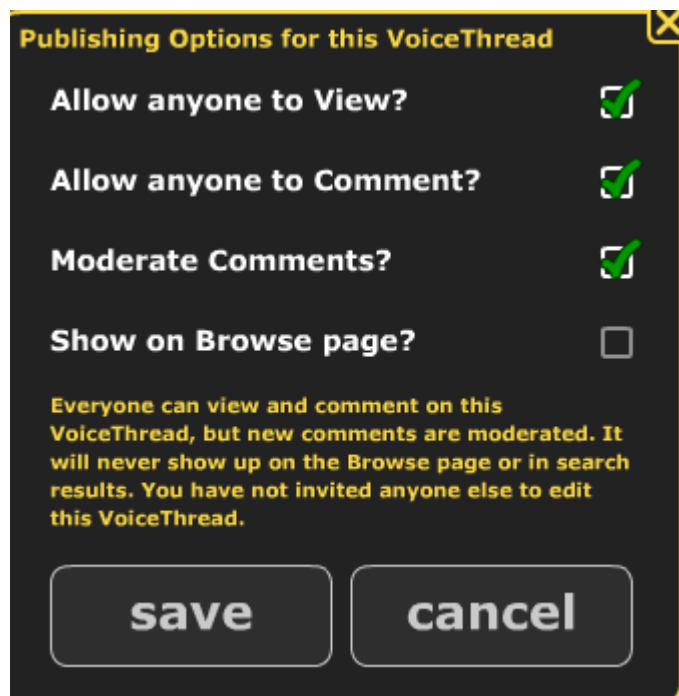
- iv. Click the widget tool and then click "Bookmark" tool.
 - v. Paste the code in the text box provided.
 - vi. Click "Save".
 - vii. Click the "Save" button on the wiki page to view it.
- c. To **embed a VoiceThread**, open a browser, navigate to VoiceThread (<http://ed.voicethread.com>) , and login in.



- i. Click the "Menu" icon on the image for the particular VoiceThread you want to upload, then click the "Share" option.



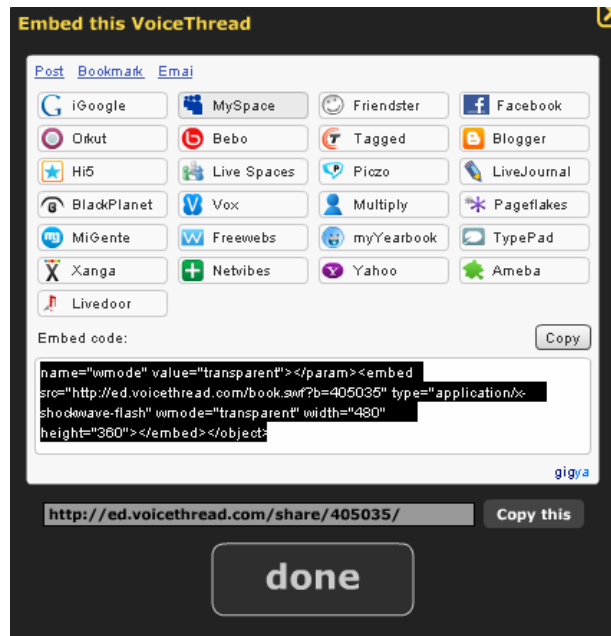
- ii. At the bottom of the screen, click the publishing options.



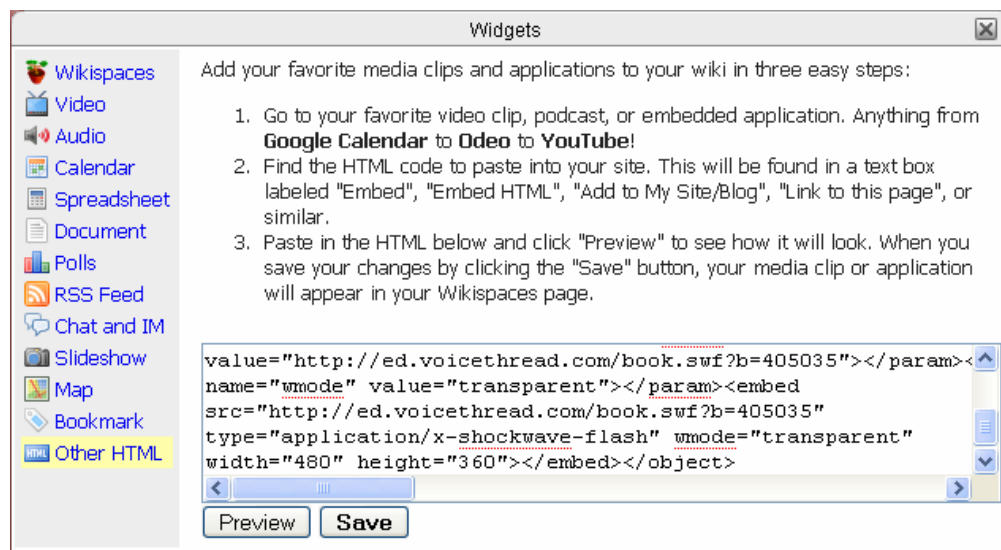
- iii. Check the first 3 boxes. I tell my students not to select the last option “Show on Browse” page. Then click “Save”.
- iv. NOTE: You must check these boxes to allow someone to view your VoiceThread in your wiki. Failure to do so, will require the user to have to log into VoiceThread. This will prevent parents from seeing a student’s work.



- v. Now, go back and click the “Embed” button.



- vi. Highlight the embed code, click “Copy”, and then click “Done”.



- vii. Navigate back to the wiki and click on the widget tool, then choose “Other HTML”. Paste the embed code in the text box provided and click “Save”.
- viii. Click “Save” on the wiki page to view the VoiceThread in your wiki site.

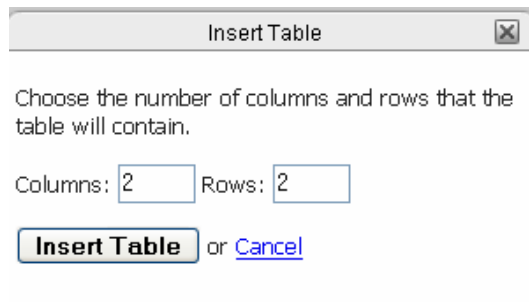
- d. To embed a screencast, open a browser, navigated to Screencast.com (<http://www.screencast.com>), and log into your account/
 - i. When you log in, it should take you to your library, if not, click on “My Library” link at the top of the page.



- ii. Move your mouse over the screencast you want to embed and click on the “Share” tab with is represented by the arrows (3rd icon from the left).

A screenshot of a web form titled "Share Content" in orange text. The form has a "Help" button in the top right corner. It contains four sections: "Share URL" with a text input field containing "http://www.screencast.com/0dqqdggEX"; "Embed Link" with a text input field containing an HTML anchor tag; "Embed on your page" with a text input field containing an HTML object tag; and "Email invitation" with a "Send invite..." button. A "Done" button is located at the bottom right of the form.

- iii. Copy the “Share URL” code.
 - iv. Return to your wiki and use the link tool represented by the letter “i” and follow the directions given under the “Insert External Link”.
 - v. NOTE: You can also embed a screencast player in your wiki site by copying the “Embed on your page” code. However, I don’t recommend it. They are large and you need to know how to reduce the size of the player in the code provided. Also, when you have a number of players on a particular wiki page it takes a long time for the page to completely load, as it is trying to load each player you have embedded. Therefore, I always go with posting a series of links that the user can click on.



Insert Table

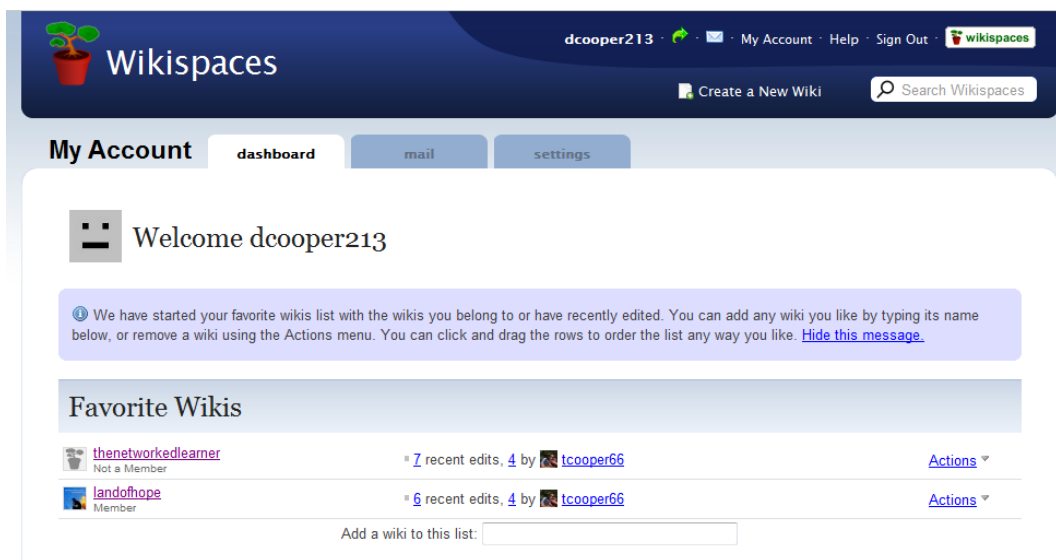
Choose the number of columns and rows that the table will contain.

Columns: Rows:

or [Cancel](#)

26. To **insert a table**, click on the table icon represented by letter “m”, choose the number of columns and rows that you want and then click on “Insert Table”. NOTE: Do not make a table the first thing on your page. Once you do, you will not be able to insert anything else above it without deleting and recreating the table first. For example, we will now use the table to layout elements on our page. Placing objects into a table is just a matter of selecting it with your mouse, cutting it and then pasting it into the cell you want.

Your Dashboard



The dashboard shows the Wikispaces logo, user name dcooper213, and navigation links for My Account, dashboard, mail, and settings. It includes a welcome message, a list of favorite wikis, and a search bar.

Wikispaces

dcooper213 · My Account · Help · Sign Out · wikispaces



Create a New Wiki Search Wikispaces

My Account dashboard mail settings

Welcome dcooper213

We have started your favorite wikis list with the wikis you belong to or have recently edited. You can add any wiki you like by typing its name below, or remove a wiki using the Actions menu. You can click and drag the rows to order the list any way you like. [Hide this message.](#)

Favorite Wikis

 thenetworkedlearner Not a Member	7 recent edits, 4 by tcooper66	Actions
 landofhope Member	6 recent edits, 4 by tcooper66	Actions

Add a wiki to this list:

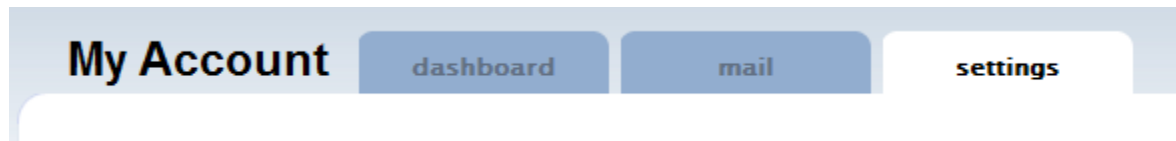
27. You should see your wikispaces dashboard, similar to the one above. The dashboard shows you any favorite wikis you have joined, allows you to create new wikis, check your mail from Wikispaces or from one of the coordinators of one of the spaces you are a member of, or to change your settings.

Sending Mail to Wikispaces Members

The screenshot shows the 'My Account' section of the Wikispaces interface, with the 'mail' tab selected. The 'Inbox' section is empty, displaying the message 'There are no mails in this mailbox.' Below this is the 'New Mail' section, which contains a form for composing an email. The form has three main fields: 'Subject', 'To', and 'Message Body'. The 'To' field is currently open, showing a dropdown menu with the option 'Add all members of...' selected. This dropdown menu lists various wikispaces, including '21stcenturylearning', 'AP Environmental Science Wiki', 'butterflychannel', 'classroom2dot0', 'cleanwatersheds', 'expeditionitrips', 'fromtheearth', 'GoAPES', 'horizonproject2008', 'landofhope', 'muscleshoals', 'ourlostchildren', 'outdoortech', 'PLP-Consortium', 'PLP-Master', 'poetryofplace', 'Teens and Technology', 'thenetworkedlearner', and 'thewalkerschool'. A 'Send' button and a 'Cancel' link are visible at the bottom right of the dropdown menu.

1. Wiki email works similar to other mail programs. To send a message, type in a subject, the email address of the person you want to send it to, and a message. When you are ready, click the send button.
2. In addition, one of the many great features of wikispaces, is the mail program. Wikispaces allows you to send email to members of your wikispaces or other wikispaces of which you are a member. For example, I can send an email about my new project to members of every wikispace I belong to by using the “Add all members of” to advertise my new project. I can also send an email to just members of my wikis, or to just the members of a particular wiki by selecting those spaces from the drop-down menu.

Reviewing Your Account Information



3. Click the “Settings” tab.

About You

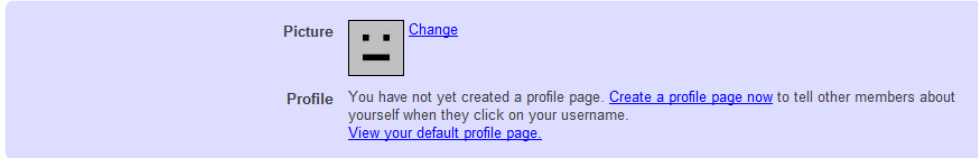
Username	dcooper213
	Change Username
Joined	March 6, 2009
Email	<input type="text" value="dcooper213@msn.com"/> (confirmed)
Password	Change
Delete Account	Delete your Wikispaces account

[Cancel](#)

4. Review your account information. It is in this location that you can change your username, email address, password, or delete your account.
5. If you made any changes, click “Save”.

Creating a Profile on Wikispaces


Your Profile



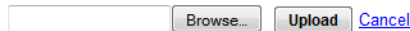
6. Click the “Change” link.

Change Picture

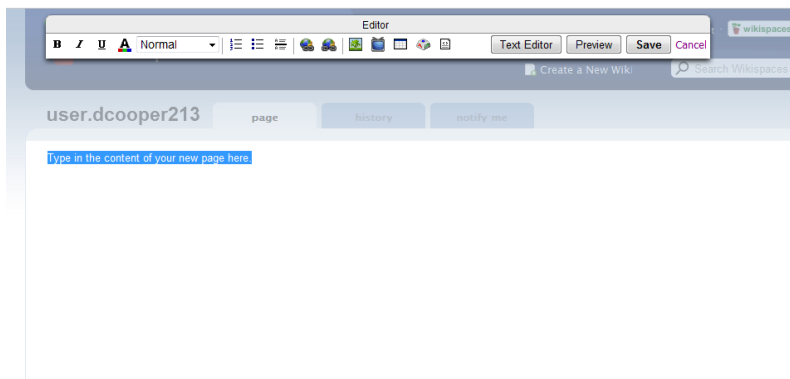
Step 1 - Upload

Choose a picture of yourself to upload from your computer. Please upload a GIF, JPEG, or PNG image that's no larger than 1 MB in size. We will resize the image into two square icons for your [user page](#) and user snippet ( [dcooper213](#)).

You can crop your image after uploading it.



7. Click the “Browse” button to upload an image from your computer.
8. Find the file, select it by clicking on it, and then click the “Open” button.
9. Click the “Upload” button to upload it to Wikispaces.
10. To create a profile, click on the link “Create a Profile Page” under the heading “Profile”



11. You can then type in or copy and paste in information about yourself in the space provided.
12. NOTE: This space works like a wikispaces.

Adjusting Mail and Other Settings

Your Settings

Language Set the interface language.

Time Zone Set your home timezone to display times and dates correctly.

Use Visual Editor Use a visual editor to edit pages.
(requires Javascript and IE 6+, Firefox 1.0+, Mozilla 1.3+, Safari 3.0+, or Netscape 7+)

Results Per Page Number of results per page on message lists, searches, etc.

Allow Private Messages From Select who you would like to allow to send private messages to you.

Email Monitored Changes Send me an email when there is a change to something I am [monitoring](#).

Monitor Favorite Pages (★) Put my favorite pages on my [monitor page](#), and send me an email based on my **Email Monitored Changes** preference.

Email Private Messages Send me an email when I receive a Wikispaces private message.

Email Site News Send me periodic site news emails.

OpenID account [Associate OpenID with this Wikispaces account.](#)

13. Wikispaces also allows you to change the language you view your space in, the time zone, the person you receive emails from and other functions listed above. To change one of these settings, click on the drop-down arrow and choose the preferred setting. You can change more than one setting at a time. When you are finished, click the save button.